

**Draft Minutes of the Maricopa HOME Consortium Public Meeting**  
**March 16, 2017**  
**9:30 a.m.**

Consortium Members Present:

Matt Hess, City of Avondale  
Amy Jacobson, City of Chandler  
Melanie Dykstra, Town of Gilbert (telephonically)  
Charyn Eirich-Palmisano, City of Glendale  
Jaime Gonzalez, City of Peoria  
Michael Cardenas, City of Scottsdale  
Jason Hughes, City of Surprise (telephonically)  
Maryna Leyvas, City of Tempe  
Rachel Milne, Maricopa County

Others Present:

Donita Gauden, City of Chandler  
Renee Ayres-Benavidez, City of Glendale  
Melissa Galvez, City of Glendale  
LeVon Lamy, City of Tempe (telephonically)  
Regina Marette, Maricopa County  
Carissa Cyr, Maricopa County  
Lorita Arnold, Maricopa County

**1. Call to Order**

At 9:33 a.m., Rachel Milne called to order the March 16, 2017 Maricopa HOME Consortium Public Meeting held in the Roosevelt Room, at 234 North Central Ave., 3<sup>rd</sup> Floor, Phoenix, Arizona 85004.

**2. Roll Call**

Regina Marette called the roll and a quorum was established. All present introduced themselves.

**3. Approval of Minutes (02/16/17)**

Rachel called for a motion to approve the minutes of the February 16, 2017 monthly HOME Consortium Public Meeting. Maryna Leyvas motioned to approve the February 16, 2017 minutes. The motion was seconded by Charyn Eirich-Palmisano and passed unanimously.

**4. Program Year Expenditure Update Report**

Lorita Arnold said that per the request of the Consortium, the HOME financial spreadsheets were sent out last week in order to give everyone time to review them prior to today's meeting. She said we will continue to send them out a week in advance and if anyone has any questions or concerns to please let her know. Lorita these reports are beneficial to the County and are used as a visual tool to gauge where we are at in regards to commitments and expenditures. She encouraged everyone to collaborate with their financial staff on these reports.

**5. Follow-up-Earl Cook's presentation, including Program Income and Annual Plan Requirements**

Rachel said that Earl Cook, HUD CPD Program Manager, led a discussion on the changes to the HOME Program Commitment Requirement Interim Final Rule, effective 01/03/17 at last month's meeting. Follow-up questions raised by the Consortium were submitted to HUD and the County sent HUD's responses in an email dated March 6, 2017. Rachel asked if anyone had anything

they wanted to discuss on this topic. Renee stated that she would like the deadline for the Program Income Annual Plan report to be changed from April 3 to April 7, 2017 to allow time for the posting of March's program income. Rachel stated that was reasonable. Renee said she would like to discuss in the future how the consortium could work together to ensure that the commitment and expenditure deadlines are met. Rachel said that would be a good idea in light of the fact that HUD stated there would be no grace periods.

Rachel asked for an update regarding the environmental clearance delays due to SHPO's Class III archaeological requirements for new construction on infill lots. Jaime said the process has increased their environmental review costs to \$7,000 and 200 days. Renee and Charyn said they were discussing additional options.

**6. Activity Status Update**

Each consortium member gave an overview of their current HOME activities, including where they are at in their 2015 commitments.

**7. Maricopa County HOME Administrative Manual**

Rachel said the County emailed the Consortium the new HOME Administrative Manual earlier this month and asked if anyone had the opportunity to review it and would like to discuss it. A couple members said that they had started their review and thanked Carissa for her hard work and said that it was very professional document. The members agreed that they would like to postpone voting on the approval of the Manual until May.

**8. Update-Commitment and Expenditure Deadlines**

Regina reported that the commitment shortfall is currently \$878,308.43. The deadline to commit 2015 funds is August 31, 2017. It was also noted that all pre-2014 funds must be committed by the same date.

**9. Announcements**

- Regina stated that she is working on the quarterly Contract Performance Reports for the 2016 HOME funds based on the work statements. The first one will not be due until July 15<sup>th</sup>. Performance reports for pre-2016 contracts will be due April 15<sup>th</sup>
- Carissa announced the Fair Housing Symposium will be held on April 7th.
- Rachel announced Community Development week is April 17-21. The County is working with our PIO to highlight some of our activities. In light of the pending budget cuts, she encouraged other members to consider highlighting their projects for congress.

**9. Call to the Public-**

The public had no comment.

**10. Adjournment-**

There being no other business, the Chair entertained a motion for adjournment by Carin Imig and seconded by Matt Hess. The motion passed unanimously. The meeting was adjourned at approximately 10:25 a.m. The next scheduled public meeting will be March 16, 2017.

Respectfully submitted,



Regina Marette

Recording Secretary